

To: Rudy, Michael[Rudy.Mike@epa.gov]
Cc: Kevin Geraci[kgeraci@toeroek.com]
From: Charles Sweet
Sent: Fri 6/7/2013 8:10:18 PM
Subject: TO-035 Upper Animas

Hello Mike,

I've solicited bids/quotes from document scanning companies for the work of scanning the Sunnyside documents. Hopefully we'll start getting those in soon. I've requested the following:

- [] OCR'd PDF files of the documents
- [] Bates numbered
- [] On CDs/DVDs
- [] Organized by box number, binder or folder level, and document level if separately attached
- [] Reassemble documents/boxes to original condition
- [] Pick-up and drop-off at 1900 Wazee location
- [] Estimated timeframe to complete

We would then create a searchable Concordance database of the file, which we will then use to run targeted searches for EPA.

As we discussed, it would be helpful if Kevin, you, me and Richard could schedule a meeting or conference call to discuss the project and budget. My schedule is pretty open, so whatever works for you, Kevin and Richard is fine with me.

I've begun working on the Kinross 104(e) review now, so hopefully that will add perspective to the review of the Sunnyside boxes.

Please let me know if you have any questions and/or ideas, and we'll hopefully all get to talk together soon.

Thank you,

Charles Sweet

Project Manager

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